

CITY OF CARROLLTON, GA
REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS FOR
THE SELECTION OF A FIRM TO ADMINISTER THE CONSTRUCTION OF
THE CARROLLTON GREENBELT, PHASE I (BUFFALO CREEK)

The City of Carrollton will accept Statements of Qualifications/Proposals for the provision of services related to the administration and construction of a multi-use trail project along Buffalo Creek.

The project is funded, in part, with Federal funds. Only pre-qualified engineering firms will be considered. Procedures for selection of a firm will be in accordance with all applicable GDOT Transportation Enhancement Grant and City of Carrollton rules and regulations.

Sealed submittals from firms will be received by the Planning and Zoning Department of the City of Carrollton at P.O. Box 1949 – Carrollton, Georgia 30117 until 3:00 pm, legally prevailing time on 20th of July, 2007. After the time and in a designated room and place, the names of the Companies submitting proposals will be publicly read. No further information will be read, discussed or provided until the evaluation of all submittals is completed.

All proposals will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and cost. Past performance on local government TE projects will be assessed in terms of timeliness, completing work within budget, quality of work and other factors. Experience in TE grant administration is a plus.

General Design Standards: The City of Carrollton wishes to gradually develop a greenbelt that will encircle the city with fourteen miles of hard-surface path. The emphasis of the design standards will be on quality rather than quantity to ensure that maintenance and repairs are kept to a minimum. While the cost of concrete is higher than the cost of asphalt, the longevity of concrete warrants its use. Metal amenities will be used for the same reason.

Trail Surface: Five-Inch thick, 3000 PSI Concrete with medium broom finish.

Trail Width: Twelve feet wide: spur trails and connections will be eight- ten feet wide depending on projected traffic

Shoulders: Grassed, minimum three feet wide

Amenities: Black metal benches, tables, sign post and trash receptacles

Signs: Standard signs

Stripping: Center line stripping

Bridges: Pre-engineered metal bridges when the span is over forty feet, Boardwalk bridges when the span is under forty feet.

Crossings: Striped crosswalks with warning signs for trail and motorists

Rest Stops: Individually designed and located to take advantage of views, existing trees, etc.

All trail segments to be handicap accessible and built to current ADA standards.

Phase I - The project will begin at Hays Mill Road in the City of Carrollton; then travel east across a sparsely wooded area adjacent to Buffalo Creek and eventually tie into the City of Carrollton High school, where the trail will then parallel Ben Scott Drive.

Submittal Items

The City of Carrollton requests the following items:

1. In no more than four (4) pages, provide an explanation of your team's understands of this TE project's scope of work, including key design and construction considerations.
2. Provide a description of similar or related projects successfully completed by your team within the last four (4) years, with a minimum of four (4) references including names and contact information. Of particular interest would be any TE projects in Georgia.
3. Provide names and resumes for your proposed project manager and key staff members who will work on this project. Demonstrate related work experience applicable to this project, as well as availability, for each team member.
4. Provide names of any sub-consultants (including key personnel and resumes) and their scope of services.
5. Provide evidence of an adequate amount of both general, professional and umbrella liability insurance appropriate for a project of this scope, and in conformance with all GDOT insurance requirements.
6. An estimated fee and schedule to complete this project.

Five (5) copies of the statement of proposal/qualifications and all submittal items must be received by 3:00 pm, legally prevailing time on 20th of July, 2007, at the following address:

Charles Griffin, City Planner
Carrollton Greenbelt Proposal
Post Office Box 1949
Carrollton, Georgia 30112

Alternate private courier address:

Carrollton City Hall
315 Bradley Street
Carrollton, Georgia 30117

Response to typical Questions:

Question 1: Is the RFP asking for a full cost proposal or just hourly rates? RFP requires hourly rates only.

Question 2: What are the funding sources and amounts for the project? The Greenbelt Phase I project is funded by the Transportation Enhancement program in the amount of \$300,000. The City of Carrollton is required to match 20% of said funds.

Question 3: What are the specific GDOT prequalification areas required for the prime consultant versus the sub consultants? The City of Carrollton has not specified which prequalification areas are required for the prime consultant. It will be the prime consultant's responsibility to ensure that all necessary areas are covered.

Question 4: Can the personnel information be submitted in matrix format or one paragraph bios instead of resumes for each member of the team? The personnel information for the RFQ should be submitted for key personnel. Short bios would be acceptable to provide the background for these key personnel.

Question 5: Will there be a pre-proposal conference? There has not been a pre-proposal conference scheduled for these projects. All consultants are encouraged to visit the site(s). All parts of the site(s) should be open for inspection.

Question 6: Are the site engineering plans available for review, and if yes, where are they located? Yes, the engineering plans are located separately as attachments or can be obtained by emailing City Planner, Charles Griffin, at cgriffin@carrollton-ga.gov.

ATTACHMENTS:

Construction Plans - Cover Sheet and Sheets 2-11